

USING THE LIBRARY CATALOG

FOR CHILD DEVELOPMENT ASSOCIATES

From the Montgomery County Public Library web page

<http://www.montgomerylibrary.org>

click **Catalog** to search the catalog



Montgomery County's
Virtual Library

Catalog

Ask a Librarian

News and Events

Branches and Hours

When you search for a particular topic you will often notice the same basic call numbers are repeated many times. Often the best way to find what you want is to:

- note those call numbers
- go to the shelf, and
- look at the books.

That way you can see what really looks best for your needs.

A few tips:

When searching for a topic, always use the first search option,

Always search by clicking on

EVERYTHING.

For an author or title search, type in your author or title, and click

AUTHOR or **TITLE.**

Use the word

AND

between words in your search unless they are words that are used together, such as:

finger play.

If you want just videos, include the words

and videorecording

in your search. If you want tapes or CDs, include the words

and sound

in your search. If you only want books, and do not want any videos or recordings, use the words:

not sound not videorecording

in your search. Always ask a librarian for help finding materials, or call Telephone Reference: 240-777-0001.

First we will show you some general techniques for searching the library catalog. Then we will show specific examples of how to do the CDA assignments.

Tip: When searching for a topic always use the first search option, **always** search by clicking on **EVERYTHING**.



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Search For

Across

Everything
Periodical
Titles

Authors

Titles

Subjects

Series

[Advanced Search](#)

in ☒ Catalog

For an author or title search, type in your author or title, and click
Authors or **Titles**



Use the word

AND

between words in your search, unless your search words are words that are used together, such as:

finger play.

If you want just videos, include the words:

and videorecording

in your search.

If you want tapes or CDs, include the words

and sound

in your search.

If you only want books, and do not want any videos or recordings, use the words:

not sound not videorecording

in your search.

If you do not want internet sites, include the words:

not internet

in your search.

Always ask a librarian for help finding materials or call Ask a Librarian:

Telephone Reference: 240-777-0001.

For activities for infants, toddlers, and preschoolers, some of the best search words are:

curriculum
curricula
preschool
early childhood
child development

For example, for the search
preschool and activities

Search For

Everything

The catalog includes internet sites.

With all the internet sites, the search:

preschool and activities

gives you more than 150 results.

IF you don't want the internet sites, enter the search:

preschool and activities not internet

You will get 47 titles for items you can find in the library.

Search for **preschool and activities not internet**

Everything






You will get the following results:




This is the total number of items you found:

47

Search Results

words or phrase "preschool and activities not internet" search found **47** titles.

 Author Biography  Review of title  Summary of title  Table of contents  Excerpt from the title


#1 Full Details 	370.21 SQU Learning activities for infants and toddlers : an easy guide for everyday use Squibb, Betsy. 8 copies currently available at ASPEN_HILL, DAMASCUS, FAIRLAND, GAITHERSBG, GERMANTOWN, POTOMAC, ROCKVILLE, and WHITE_OAK	2000
#2 Full Details 	VIDEO J 372.4 ROA The road to reading [videorecording] : early steps to childhood education Kem Murch Productions. 1 title available to place holds at ROCKVILLE	1998
#3 Full Details 	J 372.64 IRV Mudluscious : stories and activities featuring food for preschool children Irving, Jan, 1942- 29 copies currently available at ASPEN_HILL, BOOKMOBILE, CUPPOHAGE, DAMASCUS, FAIRLAND, GAITHERSBG, GERMANTOWN, POTOMAC, ROCKVILLE, and WHITE_OAK	1986

You Found Titles in the Following Categories:
[Theory and Practice of Education](#)

Try these too...
[WIDE AREA NETWORKS](#)
[COMPUTER NETWORKS](#)
[WORLD WIDE WEB](#)

The catalog changes as materials are added, so the number you see for this search when you do it might be different than 47.

To find more information about a title:

#1
Full Details


370.21 SQU
Learning activities for infants and toddlers : an easy guide for everyday use
Squibb, Betsy.
8 copies currently available at ASPEN_HILL, DAMASCUS, FAIRLAND, GAITHERSBG, GERMANTOWN, POTOMAC, ROCKVILLE, and WHITE_OAK

2000

IMPORTANT!

You **must** click on the words **Full Details** to find out which branches own a particular item and whether it is on the shelf.

Full Details

What you see when you click on

Full Details

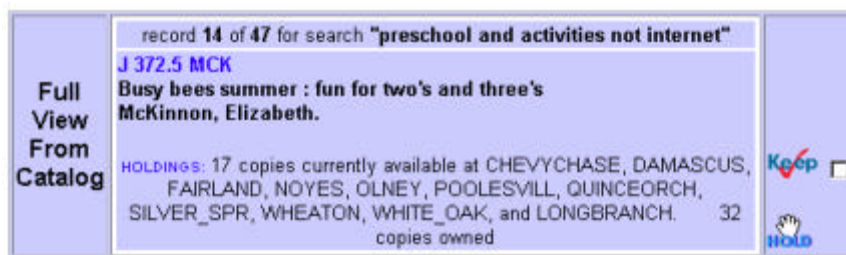
Study the following example to find:

The item number in your list of results that you are viewing:
for this search **14**.

The total number of results of your search:
for this search **47**.

The search you entered:
preschool and activities not internet



You will see how many copies the library system owns, 32 to the lower right; and how many copies are in, 17 after the word **HOLDINGS**; and a list of which branches should have copies on the shelf.



Click on the hand with the word **HOLD**,
in the lower right to reserve the book



Full View From Catalog	record 14 of 47 for search " preschool and activities not internet "	
	J 372.5 MCK Busy bees summer : fun for two's and three's McKinnon, Elizabeth. HOLDINGS: 17 copies currently available at CHEVYCHASE, DAMASCUS, FAIRLAND, NOYES, OLNEY, POOLESVILL, QUINCEORCH, SILVER_SPR, WHEATON, WHITE_OAK, and LONGBRANCH. 32 copies owned	

ISBN	1570290660 (pbk.) : \$14.95	More by this author
Personal Author	McKinnon, Elizabeth.	
Title	Busy bees summer : fun for two's and three's / by Elizabeth McKinnon and Gayle Bittinger ; illustrated by Barb Tourtillotte.	You Found Titles in Categories: Theory and Practice of Education
Publication info	Everett, Wash. : Warren Pub. House, c1995.	
Physical descrip	133 p. : ill. ; 28 cm.	
General Note	"Totline books."	
General Note	"WPH 2408"--Cover.	
General Note	Includes index.	Try these too...
Contents	June: Water -- Wading pools -- Floating and sinking - - Sandals --Buckets -- Sand -- Scooping -- Shells -- Fish -- Crabs -- Rub a dub dub -- Lake -- Boats	

You see the call number, author, and title. Parts of the record that are highlighted in blue are links. You can click on the author's name in blue, [McKinnon, Elizabeth](#), and get more works by that author.

You will also see the line labeled

Publication info

Which contains the publication information you may need for your assignments.

Scroll down the screen and you will see more information. For this title the contents are listed. You will see an abstract and some subject headings. Use key words from the subject headings, linked together with the word **AND**, to create new searches. You can click on those in blue to see related items.

Contents	June: Water -- Wading pools -- Floating and sinking -- Sandals -- Buckets -- Sand -- Scooping -- Shells -- Fish -- Crabs -- Rub-a-dub-dub -- Jobs -- Boats -- Trains -- Airplanes -- Doing the wash -- Clothesline fun -- Sponges -- Paper towels -- Crackers -- July: Picnic fun -- Paper plates -- Ants -- Blankets -- Flags -- Stars -- Twinkle, twinkle, little star -- Flashlights -- Tents -- Books -- Blue -- Little Boy Blue -- Horns -- Cows -- Blueberries -- Wheels -- Cars -- Trucks -- Gas station fun -- Wagons -- August: Dogs -- Goldfish -- Pet care -- Animal homes -- Worms -- The sun -- Yellow -- Corn -- Vegetables -- Fruits -- The circus -- Clowns -- Elephants -- Monkeys -- Beanbags -- Backyard fun -- Jack and Jill -- Up and down -- Swings -- Slides.
Abstract	Simple songs, rhymes, snacks, and movement activities, plus beginning art and science projects appropriate to the summer season for two- and three-year-olds.
Subject term	Education, Preschool--Activity programs.
Subject term	Creative activities and seat work.
Added author	Bittinger, Gayle.

Down the left column you can see the name of the library that owns each item, and the call numbers for those copies.

Under the word **Material** you can see what kind of material the item is, Hardback, Paperback, Reference, Video, CD, etc.

Under the word **Location** you can see where in each library you might find the item, at the Information **desk**, In the **Parent Teacher** collection, **checked/charged out**, or, **intransit**, being sent from one branch to another, shelved with **paperbacks**, shelved with **hardbacks**, shelved with **media** etc.

OLNEY	Copies	Material	Location
J 372.5 MCK	2	Children's Book (Hardback or Trade Paperback)	Parent Teacher Section in Children's Room
RJ 367.5 MCK	1	Reference Material	Held at desk

POOLESVILL	Copies	Material	Location
J 372.5 MCK	1	Children's Book (Hardback or Trade Paperback)	Parent Teacher Section in Children's Room

POTOMAC	Copies	Material	Location
J 372.5 MCK	1	Children's Book (Hardback or Trade Paperback)	Material has been checked/charged out

QUINCEORCH	Copies	Material	Location
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Material	Location
1 Children's Book (Hardback or Trade Paperback)	Children's Book Stacks
1 Children's Book (Hardback or Trade Paperback)	Material has been checked/charged out
1 Children's Book (Hardback or Trade Paperback)	Being transferred between libraries

Material	Location
2 Children's Paperback Book (Mass Market)	Mass Market Paperback Section
2 Children's Book (Hardback or	Children's Book Stacks

If the branch you are in does not own a copy of the title you want, or does not have a copy in, call to a branch that shows copies on the shelf. Have that library send your item to your library, to whichever library that is most convenient for you.

Be sure to ask a librarian for help or call Ask A Librarian: 240-777-0001

When you wish to make a new search, click **Catalog**

Catalog

Or click **New Search**

New Search



[Back to MCPL Home Page](#)

Catalog	FAQ	Just for Kids	Other Resources	Your Account		
Go Back	Help	Limit Search	New Search	Previous	Next	X-Refs
Kept	Logout					

The results of your searches are displayed 20 titles to a page. Click on the numbers at the bottom of the page to go to the next page or the previous page of results: Pages << 1 2 3 >>

You can also

Search Again, or modify your search at the bottom of the page.

10 copies currently available at GERMANTOWN, QUINCEORCH, ROCKVILLE, WHEATON, WHITE_OAK, and LONGBRANCH

Pages << 1 2 3 >>

Search Again

Search For	<input type="text" value="preschool and activities not internet"/>	in	<input checked="" type="radio"/> Catalog
Across	<input type="button" value="Everything"/> <input type="button" value="Authors"/> <input type="button" value="Titles"/> <input type="button" value="Subjects"/> <input type="button" value="Series"/>		<input type="text" value="ALL"/>

When you are in a library, or to check just the titles that are just in a particular library, select the branch you are searching from the drop down menu.

The menu follows the line where you type in your search.

Here Quince Orchard is being selected:

The screenshot shows a library catalog search interface. At the top, there is a search bar and a dropdown menu labeled 'in' with a radio button next to 'Catalog'. The dropdown menu is open, showing a list of library branches: ALL, KENSINGTON, LITTLEFALL, LONGBRANCH, NOYES, OLNEY, POOLESVILL, POTOMAC, QUINCEORCH (highlighted), ROCKVILLE, SILVER_SPR, and SPECL_NEED. Below the search bar, there are three tabs: 'Titles', 'Subjects', and 'Series'. Below the tabs, there are three columns of text: 'Times', 'Hot Sites...', and 'Recomm Reading'. The 'Hot Sites...' column contains a list of links, including 'After Sept. 11: Perspectives from the Social Sciences' and 'Quince Orchard: The 10th and 11th Annual'. The 'Recomm Reading' column contains a list of links, including 'Oprah's Book Club' and 'The 10th and 11th Annual'.

To search the Children's Catalog click on **Just for Kids.**

[Just for Kids](#)



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Search For

Across

[Everything](#)
[Periodical Titles](#)

[Authors](#)

[Titles](#)

[Subjects](#)

[Series](#)

in ☒ Catalog

[ALL](#)

Then click on

Do your own search in the Children's Catalog.



[Back to MCPL Home Page](#)



[Just for Kids](#)

[Library Catalog](#)

[Go Back](#)

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[Logout](#)



You are now in the **Children's Catalog**. You can tell when you see the happy computer logo below.

If you wish to return to the full Library Catalog, click [Library Catalog](#) to search the full catalog.



[Back to MCPL Home Page](#)



[Just for Kids](#)

[Library Catalog](#)

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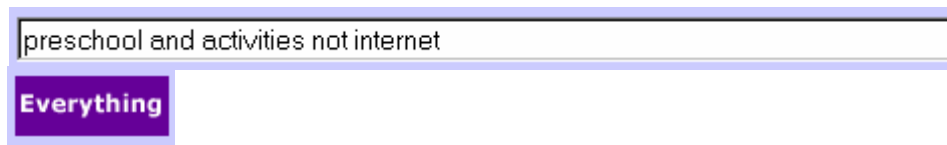
Search the Library Catalog

Search For	<input type="text"/>	in <input type="radio"/> C
Across	Everything	Authors
	Titles	Subjects
	Series	<input type="text" value="ALL"/>

Enter your search and click **Everything**.

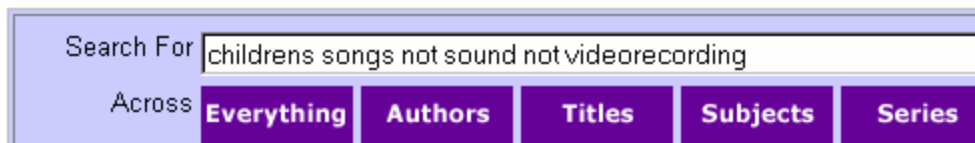
SAMPLE SEARCHES ***FOR CHILD DEVELOPMENT ASSOCIATES***

4A (CB Preschool) Find four songs, including two from other cultures. Include music and words. Type in the search:
preschool and activities not internet



A search bar with a light blue border. Inside the bar, the text "preschool and activities not internet" is entered. Below the bar is a purple button with the word "Everything" in white text.

Or try this search and click **Everything**:



A search interface with a light blue header. Below the header is a search bar containing the text "childrens songs not sound not videorecording". To the left of the bar is the text "Search For". Below the bar is a row of buttons: "Everything", "Authors", "Titles", "Subjects", and "Series". The "Everything" button is highlighted in purple.

You can add the words:

not internet

if you wish. You can try searching for just the word **songs**, but you will get more than 1000 items listed (over 1000 hits).

Look at your list of results. See which call numbers are repeated. Go to the shelf and examine the materials to choose what is really good for you. If you want recorded songs try typing in the search:

childrens songs and sound

4B (CB Infant-Toddler) Find four songs, or finger plays, including two from other cultures. Include music and words. Type in the words:

finger play

And click on **Everything**.



A search interface with a light blue header. Below the header is a search bar containing the text "finger play". To the left of the bar is the text "Search For". Below the bar is a row of buttons: "Everything", "Authors", "Titles", "Subjects", and "Series". The "Everything" button is highlighted in purple.

Or, if you just want books and no videos or recordings, try searching for:
finger play not sound not videorecording

Your results will include songs, so you don't need to use the word songs, you will get more results if you leave out the word songs. There will be many collections that include other cultures. Sometimes you can tell this by what it says in the catalog, and sometimes you have to go to the shelf and look at the materials.

5A (CB Preschool) Include three creative activities: one each for toddlers, 3's and 4's. List all materials and how you expect children to use them.
Type in the words:

preschool and activities not internet



Search For preschool and activities not internet

Across Everything Authors Titles Subjects Series

Go to the shelf and look at the materials to choose what looks good for you, and make your list.

5B (CB Infant-Toddler or Family Day Care)

List 9 stimulating activities that promote physical, cognitive and creative development,

three (3) for young infants,

three (3) for mobile infants, and

three (3) for toddlers

Type in the searches:

infants and activities

toddlers and activities

preschool and activities

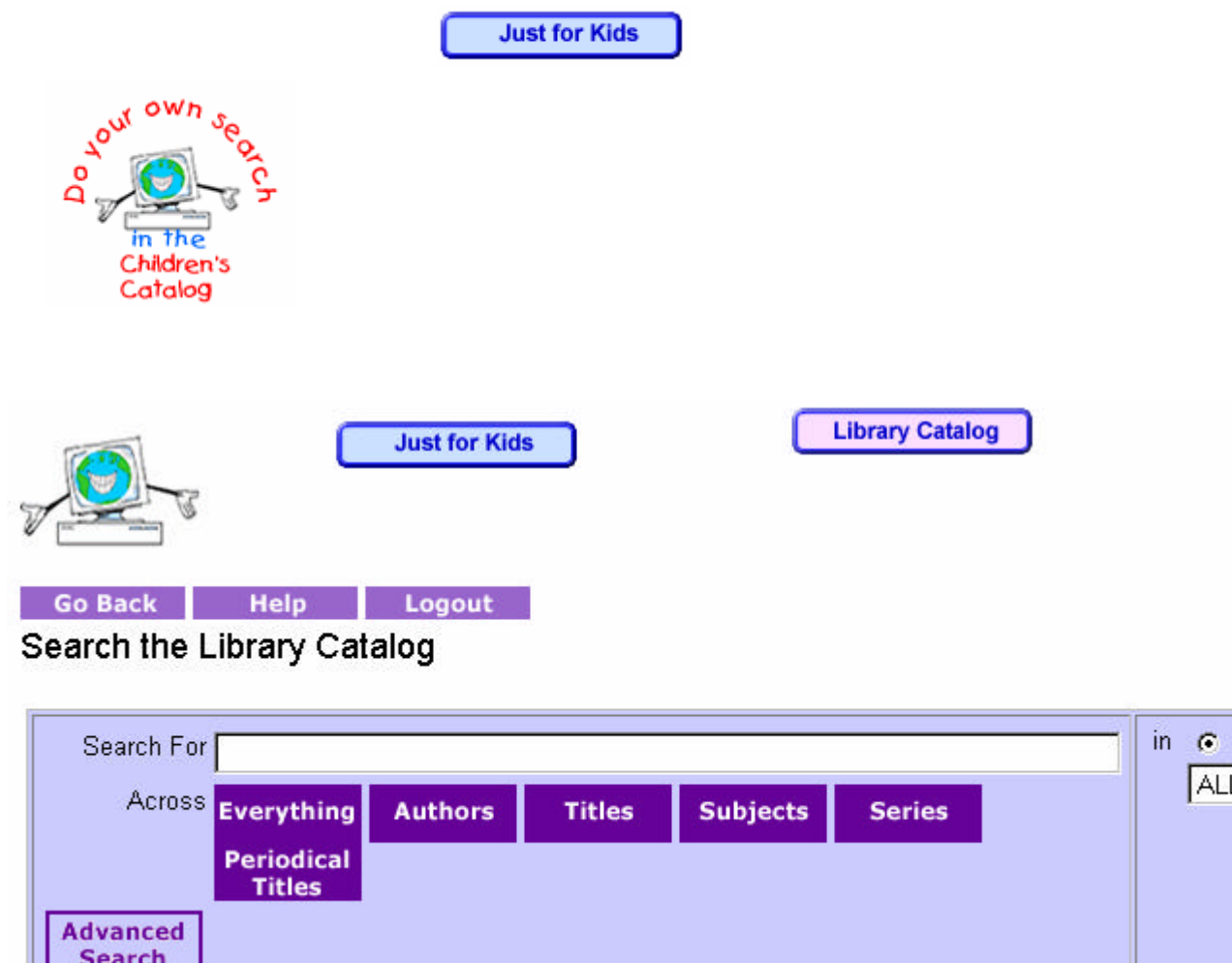


Always click on **Everything**.

For all these exercises:

Go to the shelf and look at the materials to choose what looks good for you. Make notes and complete your assignment.

Do the following searches in the **Children's Catalog**:



The screenshot shows the homepage of the Children's Catalog. At the top, there is a blue button labeled "Just for Kids". Below it, a circular logo features a smiling computer monitor with the text "Do your own search in the Children's Catalog" around it. Further down, there is another "Just for Kids" button and a "Library Catalog" button. At the bottom of the header section, there are three buttons: "Go Back", "Help", and "Logout". The main heading "Search the Library Catalog" is prominently displayed. Below this, a search interface is shown with a "Search For" text box, a "Across" section with buttons for "Everything", "Periodical Titles", "Authors", "Titles", "Subjects", and "Series", and an "Advanced Search" button. On the right side of the search interface, there is a "in" dropdown menu currently set to "ALL".

6A (CB Preschool) List 5 titles and list the authors, publishers and copyright dates of 5 children's books that support development of gender identity by portraying males and females in diverse roles.

Try searching

sex role

you will get quite a few results, but a lot are for older children, so:

A search on

sex role and picture book

will give you a list of books for younger children.

A search on

sex role not fiction

will give you a list of non-fiction books.

6B (CB Infant-Toddler) List 5 titles and list the authors, publishers and copyright dates of 5 colorful and durable books for children under 3 that support development of gender identity by portraying males and females in diverse roles.

Use the same searches as the previous question:

sex role and picture book
sex role not fiction

6C (Family Day Care) List 5 titles and list the authors, publishers and copyright dates of 5 children's books (appropriate for the age group with whom Candidate is currently working) that support development of gender identity by portraying males and females in diverse roles.

Try the same searches:

sex role
sex role and picture book
sex role not fiction

Always search by clicking **Everything**.

Everything

7A (CB Preschool) List titles, authors, publishers, and copyright dates of 2 picture books that deal with the human reproductive process.

Try searching:

babies and picture book
pregnancy
childbirth

Be sure you are still using the **Children's Catalog** for all these searches.



Always ask a librarian for help finding materials.

Ask for help to get books from other libraries.

7B (CB Infant-Toddler) List titles, authors, publishers, and copyright dates of 2 picture books that deal with everyday activities and routines.

For these you have to search for the specific activity or routine, for example, try these searches:

sleep and picture book
eating and picture book
bath and picture book

and . . .

There is no single search that is good for this category, but try different words for the different possible activities, combined with the words:

and picture book:

Be sure to ask a librarian for help or suggestions.

Remember to click on Full Details



Full Details

#1	370.21 SQU	2000
Full Details	Learning activities for infants and toddlers : an easy guide for everyday use Squibb, Betsy.	
Keep <input checked="" type="checkbox"/>	8 copies currently available at ASPEN_HILL, DAMASCUS, FAIRLAND, GAITHERSBG, GERMANTOWN, POTOMAC, ROCKVILLE, and WHITE_OAK	

To get the publisher and copyright information, as well as where to find your item in the library.

7C (*Family Day Care*)

List titles, authors, publishers, and copyright dates of 2 age appropriate picture books that deal with children with disabling conditions.

Try searches with these words in the **Children's Catalog**:

handicapped

disabled

disabilities



8A (*CB Preschool*) List titles, authors, publishers, and copyright dates of 3 children's books that deal with separation, divorce, remarriage, or blended families. In the **Children's Catalog** try:

divorce

you will get quite a few results, but a lot are for older children, so:

Try

divorce and picture book

to get a list of books for younger children.

Or

divorce not fiction

to get a list of useful non-fiction books.

Try searching:

remarriage

you will get quite a few results, but a lot are for older children, so:

remarriage and picture book

will give you a list of books for younger children,

remarriage not fiction

will give you a list of useful non-fiction books.

Also try

stepfamilies.

And always search **Everything !!!**



8B (CB Infant-Toddler) List titles, authors, publishers, and copyright dates of 3 books Candidate would recommend for parents of children under 3 that deal with separation, divorce, remarriage, or blended families. The books for parents may be either children's books or adult books.
And . . .

8C (Family Day Care) List titles, authors, publishers, and copyright dates of 3 books Candidate would use with children, or recommend for parents that deal with separation, divorce, remarriage, or blended families. The books for parents may be either children's books or adult books.
Both questions use the same search words, use the full **Library Catalog**.



Library Catalog

Search words for questions 8A, 8B, 8C:

divorce
divorce and picture book
divorce not fiction
remarriage
remarriage and picture book
remarriage not fiction
stepfamilies

Everything

Remember!
Always ask a librarian for help when you need help
finding information or library materials!



The End

Prepared by
Nell Marshall
September 2002